

10 November 1981

MEMORANDUM FOR: Director of Data Processing  
THROUGH: Executive Officer  
FROM: Chief, Administrative Staff, ODP  
SUBJECT: Weekly Report for the Week Ending  
10 November 1981

25X1 1. [redacted] reassigned from OS to ODP on 09 November 1981 to replace [redacted] in C Division.

25X1 2. [redacted] Chief, PSS/OMS briefed MZ Board members and Personnel staff on proper use and interpretation of PATB assessments on 10 November 1981.

3. Effective 2 November 1981, the tour-of-duty for the Administrative Staff was changed to 0800 - 1630 hours. The Registry will remain open until 1700 hours as will the Xerox machine. Chief, Admin Staff and Chief, Personnel will also be present until at least 1700 hours.

Significant Events for the Coming Week:

1. Preparatory to the move of the Applications Directorate, a tour of the Credit Union Building is scheduled for 1530 hours 12 November 1981.

2. An MZ Board meeting is scheduled to follow the staff meeting on 13 November 1981; Subject: Annual Ranking of GS-12's.

  
Chief, Admin Staff